

MINUTES  
FINANCE COMMITTEE  
November 6, 2019

The Penn Township Finance Committee convened on Wednesday, November 6, 2019 at 6:30 p.m. Present were Chairman Felix, Commissioners Brown, Heiland, Cromer and Van de Castle along with Township Manager Rodgers and Commissioner elect Elksins. The following items were discussed:

ANNOUNCEMENTS: None.

CITIZEN'S COMMENTS: None.

2020 BUDGET REVIEW: Commissioner Felix began with reviewing the revenues for the general fund. The only change from last time was the correction to the building permits to reflect the cost in and cost out with the inspection fees. The health insurance reimbursement account contains the contribution made by the employees. The cash on hand has increased. The administration budget was reviewed and it contains fifty percent of the wages for a clerk that maybe shared between the admin department and the police department. The health insurance was corrected to reflect the seven percent increase in premium and travel and training was increased to reflect additional training. We removed about twenty five thousand out of the admin budget capital outlay. The committee reviewed the financial administration and the tax collector expenses. The only changes under engineering expenses was for health insurance. There were no changes under the municipal building expenses.

The Committee reviewed the police budget expenses. The administrative assistant was removed from the budget but a clerk was added in for half of the wages to be paid by police department and half to be paid by the administration department. After much discussion a twenty third officer for the entire year was added back into the budget. Previously only half a year salary was in the budget. The health insurance was updated to include the seven percent increase the Township is going to receive in 2020. The Committee reduced the general expense to \$10,000 from \$20,000. The Committee discussed training and felt that in house training through a web based training would be good option. They reduced the travel and training budget to \$13,000. They reduced 410.374 to \$12,250. They reduced information and technology services to \$10,000. They reduced the maintenance and repairs to \$2,000 and the range maintenance to \$3,000. The gasoline, oil and grease has been reduced by \$5,000 to \$55,000. The electronic speed equipment calibration was reduced to \$1,500. The Committee recommended keeping the truck in the budget.

The Committee reviewed the fire commission budget for 2020. There were concerns about the budget and the requested items. There will be a motion on the November Board of Commissioners meeting as to if they are going to approve the Commission budget for 2020. The health insurance numbers included the increase

received by the Township. The Commission general expense was decreased based on the discussion at the October 30 Finance Committee meeting.

The zoning budget reflected updates to the wages based upon removing the code inspector, the health insurance rates reflected the increase received by the Township, the general expense for inspections matches the building permit fees, and the car was removed. The Committee reviewed the solid waste collection budget which was changed based on suggestions from the last meeting and updated with insurance costs. The public works budget was reviewed. The Oak Hill stormwater was removed since the project has not been bid yet but will be placed in the 2021 budget. The contribution to the library will remain at \$85,000.

The highway aid and sewer fund budgets are in balance.

The first reading of the budget will be at the November Board of Commissioners meeting and the budget will be on display on November 22, 2019.

OTHER MATTERS: None.

The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Kristina J. Rodgers  
Township Manager